eWiSACWIS
TAW / PAW
WORKSHOP
FISCAL SECTION
OCTOBER 19, 2005

- eWReports – fm0105 and fm0106
- State Single Audit Guidelines -2005 Revision
- Audit Related Refunds paid to the county by GH/RCC Provider
- Update on Shelter Initiative
- Timing of Fiscal Data Entry
- Reconciling or Canceling Checks

eWReports – FM0105 and FM0106 Description of Reports

- FM0105 – Provides a listing of all system-disbursed payments and overpayment adjustments sorted by service date
  - Sort Criteria: Sort by County (ascending), Payment Start Date (ascending – oldest date first), and Child Last Name (ascending)
  - (this report does not list non-recouped overpayments)

- FM0106 – Provides a listing of all system-disbursed payments and overpayment adjustments sorted by check date
  - Sort Criteria: Sort by County (ascending), Payment Start Date (ascending – oldest date first), and Child Last Name (ascending)
  - (this report does not list non-recouped overpayments)

- The purpose of these reports is to assist county financial staff with reconciliation of eWiSACWIS financial transactions made during the time period specified

- Example attached

HOW TO OBTAIN THE REPORTS

- This is an 'On Demand' report.

- If you need the report added to your user list of reports, contact your county security delegate.

- To request 'On Demand' reports, see 'On Demand Report Request' attached.

STATE SINGLE AUDIT GUIDELINES
2005 REVISION

- Section 2.1: Reporting for CARS, invoices, HSRS, and eWiSACWIS.
  - Added guidance on auditing or reporting for eWiSACWIS
  - Applies to Counties that report Foster Care costs to the department through eWiSACWIS
  - The department's federal claim for Foster Care IV-E is based in part on the results of fiscal data maintained in eWiSACWIS , the Web-based Wisconsin Statewide Automated Child Welfare Information System
  - Suggested Audit Procedures
    - Determine whether the agency is performing control activities for ensuring accurate and timely reporting between what it records in its financial records and what it reports to the department through eWiSACWIS.
  - Located at www.dhfs.state.wi.us/grants

Audit Related Refunds paid to the County by a GH/RCC Provider
How to record annual over charges that are refunded

1. County receives a refund amount from a Group Home or RCC. All of the following steps are performed by the County.
2. Determine the period the refund amount applies to; example: 1/1/04-12/31/04.
3. Identify the children placed, by month, at the facility during the refund period and the associated placement dates.
4. Calculate the number of payment days for each of the placements in 3. above.
5. Derive a total number of days for all children for all months.
6. Divide the refund amount by the total number of days to arrive at a daily rate.
7. Multiply the number of days per child per month times the daily rate.
8. Ensure that the total refund amount for all children for all months equals the actual refund amount received. Make an adjustment if necessary.
9. If the refund amount is associated with a payment that was entered into HSRS, use the non eWiSACWIS Benefit window to enter the refund amount. If the refund amount is associated with a payment that is in eWiSACWIS, follow steps 10. and 11.
10. Enter the refund amount per child per month into eWiSACWIS as a manual overpayment (one time payment with a negative amount) using the One Time RCC (GH) Placement Provider service type.
11. Enter a manual overpayment adjustment into eWiSACWIS for each of the refund amounts.

An example of steps 2. – 8 is attached.

Example for 'How to record over charges that are refunded and paid to the County by a GH/RCC provider"
Refund amount = $4,500 for 1/1/04 -12/31/04

Month	Child name	Placement date	# of payment days	Daily Rate	Refund Amount per Child per Month
January	Mary Little	1/1/04 – 1/31/04	31	$18.44	$571.72
January	Martha Little	1/1/04 – 1/31/04	31	$18.44	$571.72
February	Mary Little	2/1/04 – 2/29/04	29	$18.44	$534.84
February	Martha Little	2/1/04 – 2/29/04	29	$18.44	$534.84
March	Mary Little	3/1/04 – 3/31/04	31	$18.44	$571.72
March	Martha Little	3/1/04 – 3/31/04	31	$18.44	$571.72
December	Mary Little	12/1/04 – 12/31/04	31	$18.44	$571.72
December	Martha Little	12/1/04 – 12/31/04	31	$18.44	$571.72
		TOTALS	244		$4,500.00
		Refund amount	$4,500.00		
		Total # of payment days	244		
		Daily Rate	$18.44		

UPDATE ON SHELTER INITIATIVE

- County A - submitted an Excel file of children for the period July 2003 – May 2005. The data from the county A file was used to extract eWiSACWIS eligibility determination data. This eligibility determination data was then used to determine the reimbursable periods. The dollar amounts per child per placement stays was provided by County A. The total revenue to be claimed to IV-E for the July 2003 – May 2005 period is $98,320.15. Of the total shelter dollars for that time period, IV-E reimbursable shelter costs equal 33.13%. Of the total shelter dollars that time period, IV-E revenue equals 19.34%.

- County C – To arrive at the children placed in shelter facilities for county C, a service type used by County C for entering children in shelter facilities in eWiSACWIS was used to extract children in shelter for the period July 2003 – June 2005. This data was then extracted similar to the process used for county K. The dollar amount per child per day was provided by county C. The total revenue to be claimed to IV-E for the July 2003 – June 2005 period is $49,367.29. Of the total shelter dollars for that time period, IV-E reimbursable shelter costs equal 15.60%. Of the total shelter dollars for that time period, IV-E revenues equals 9.11%.

UPDATE ON SHELTER INITIATIVE - continued

- County K – To arrive at the children placed in shelter facilities for county K, a service type used by County K for entering children in shelter facilities in eWiSACWIS was used to extract children in shelter for the period July 2003 – June 2005. This data was then used to extract eWiSACWIS eligibility determination This eligibility determination data was then used to determine the reimbursable periods. The dollar amount per child per day was provided by county K. The total revenue to be claimed to IV-E for the July 2003 – June 2005 period is $33,156.11. Of the total shelter dollars for that time period, IV-E reimbursable shelter costs equal 19.60%. Of the total shelter dollars for that time period, IV-E revenues equals 11.44%.

- Using the information from the initial county pilot of County A, a simple projection schedule was created to project the monthly IV-E non Milwaukee County shelter revenue. The initial projection was then updated to reflect the actual average IV-E revenue calculated for the counties C and K. In reviewing the projection schedule, the actual average IV –E revenues calculated are similar to the initial projections for the two counties.

RECAP OF SHELTER INITIATIVE PROJECT – projection schedule

COUNTY	OHC CASELOAD% AS OF 7/1/03	STATUS	ESTIMATED IV-E REVENUE MONTHLY	ACTUAL AVE IV-E REVENUE MONTHLY
A	3.08%	PARTICIPATING	$4,274.79	$4,274.79
B	5.60%	PARTICIPATING	$7,772.35	
C	2.33%	PARTICIPATING	$3,233.85	$3,523.33
D	1.84%	PARTICIPATING	$2,553.77	
E	2.83%		$3,927.81	
F	3.61%	NOT APPLIC	$5,010.39	
G	0.83%		$1,151.97	
H	3.05%		$4,233.15	
I	1.74%		$2,414.98	
J	0.67%		$929.91	
K	1.22%	PARTICIPATING	$1,693.26	$1,381.50
L	1.78%		$2,470.50	
			_____	
TOTAL			$39,666.72	
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Timing of Fiscal Data Entry

- Goal – Entry of check #'s and Dates before MF3 (financial batch) runs.
    - Affects IV-E Claim
    - Affects KIDS Interface

- How can I find the exact dates that a batch runs?
  http://dhfs.wisconsin.gov/wisacwis/knowledge_web/cnty_financial_info/Reports/Batch_run_details.htm

- What data is BFS looking at when reviewing county payment data?
    - Trending of payment data
        » Look at amounts
        » Look for the absence of check data in recent months

Reconciling or Canceling Checks

- At the Pending Checks Stage.

- Once a Check is In-Process
    - Canceling
    - Rescheduling

- Check Dispositions
    - Cancel – Do Not Pay
    - Cancel – Reschedule
    - Cleared
    - Expired
    - Redeposited
    - Stop – Do Not Pay